



**STUDENT SUCCESS AND EQUITY  
COUNCIL MEETING  
AGENDA  
April 8, 2016**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	Date: <b>April 8, 2016</b>
	<input type="checkbox"/>	Product/Project	Starting Time: <b>9:00 a.m.</b>
	<input type="checkbox"/>	Special	Ending Time: <b>11:00 a.m.</b>
			Place: <b>AA-140</b>

**CHAIR:** Interim Superintendent/President,  
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Greg Larson

**MEMBERS:** Anfinson, Antonecchia, Barton, Bongolan,  
Caldwell, DeMaris, Diaz, French, Gonzalez, Hopp, Kahn,  
Lawson, Magnuson, Martinez, J. Nelson, W. Nelson, Nunez,  
Ordille, Ramirez, Rodriguez, Romain, Sivert, Snyder, Sosa,  
Squires, Stockert, Villalobos, Waite and Weller.

**RECORDER:** Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
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**A. MINUTES**

1. Approve minutes of March 11, 2016

**B. INFORMATION/DISCUSSION ITEMS**

1. **Review Fall 2016 Funding Requests in Ranking Order:** Exhibit A 90 minutes
  - a. Math Tutoring Center – Cynthia Anfinson
  - b. Foster Youth – Cari Martinez
  - c. Tarde de Familia – Dr. Jack Kahn and Anel Gonzalez
  - d. TLC Funding – Debra Avila
  - e. TLC/FYE Counselors – Shayla Sivert
  - f. MEChA – Fabiola Hernandez
  - g. Stats Methods Tutoring – Netta Schroer
  - h. Pathway to Law School – Kathleen Grove
  - i. FYE/Faculty Resource Coordinators – Shayla Sivert
  - j. Service Learning – Dr. Laurel Anderson
  
2. **Upcoming Conference Opportunities:** 5 minutes
  - a. M2C3 – National Consortium on College Men of Color (NCCMC)  
June 9-10, 2016 at SDSU - \$200.00 (Consortium members) or \$400.00 (Non-Consortium Members)  
<https://interwork.sdsu.edu/forms/m2c3/registration.html>

**C. ACTION ITEMS/FIRST READING**

1. Add Manager of Orientation and Follow-up Services to SSEC Membership 10 minutes  
Exhibit B
  
2. Draft Evaluation Rubric for SSEC Funding Requests 10 minutes  
-Cynthia Anfinson Exhibit C

**D. ACTION ITEMS/SECOND READING – None.**

**E. OTHER BUSINESS**

1. Workgroup Membership Schedule for AY 2016-17 5 minutes

Next Meeting: Friday, April 22, 2016



**STUDENT SUCCESS AND EQUITY  
COUNCIL MEETING  
MINUTES  
March 11, 2016**

**CHAIRS:** Interim Superintendent/President,  
Adrian Gonzales  
  
Interim VP for Instruction, Dan Sourbeer  
  
Faculty Senate President, Greg Larson

**MEMBERS:** Aguilera, Anfinson, Bongolan, DeMaris, Diaz, Gonzalez, Hopp, Kahn, J. Nelson, Nunez, M. Rodriguez, P. Rodriguez, Romain, Sosa, Squires, Stockert, Waite and Weller.

**ABSENT:** Antonecchia, Barton, French, Magnuson, Martinez, W. Nelson, Ordille, Ramirez and Sivert.

**RECORDER:** Michelle LaVigueur

**GUESTS:** David Aguilar, Dillon Emerick, Hira Hashim Arif, Abraham Garcia Casillas, Calvin One Deer Gavin, Kathleen Grove, Fabiola Hernandez, Dr. Rodolfo Jacobo, Kathy Kailikole, Michael Large, Nancy Moreno, Marti Snyder, Sandy Somo, Fari Towfiq and Jay Wiestling.

Order of Agenda Items	Attachments	Time Allotted
<b>A. <u>MINUTES</u></b>		
1. <b>Approve minutes of February 26, 2016:</b> MSC – (Stockert/Sourbeer): The minutes for February 26, 2016 were approved and accepted into the record with abstentions from Adrian Gonzales, Dr. Lisa Romain and Ellen Weller.		
<b>B. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
1. <b>Funding Requests for Fall 2016:</b>	Exhibit A	100 minutes
A scoring sheet was handed out to voting Council members to use in ranking the funding requests. A presentation was given by each group requesting Student Equity funds, followed by questions and answers. The funding request ranking sheets will be reviewed at the next SSEC meeting on April 8, 2016.		
a. <b>Math Tutoring Center</b> – Cindy Anfinson, Fari Towfiq and Jay Wiestling presented this three year request for funding.		
<ul style="list-style-type: none"> <li>• <b>Description:</b> Math tutoring for critical gateway math courses. Anticipating increased demand as multiple measure placement occurs.</li> <li>• <b>Target Population:</b> Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/ Disabilities</li> <li>• <b>Goals:</b> Increase access to math tutoring for DI groups. Increase successful completion by DI groups.</li> <li>• <b>Total Funding Request:</b> \$294,197.00</li> </ul>		
b. <b>Stats Methods Tutoring</b> – Jose Briceno, Bianca Garcia and Susan Miller presented this one-time funding request.		
<ul style="list-style-type: none"> <li>• <b>Description:</b> Embedded tutoring and outside tutoring in Statistics Research Methods.</li> <li>• <b>Target Population:</b> Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/ Disabilities</li> <li>• <b>Goals:</b> Increase access to math tutoring for DI groups. Increase successful completion by DI groups.</li> <li>• <b>Total Funding Request:</b> \$8,080.00</li> </ul>		
c. <b>MEChA</b> – Palomar College students Hira Hashim Arif, Fabiola Hernandez, Abraham Garcia Casillas presented three funding requests. They are requesting one-time funds for the RAZA Youth Conference and ongoing funds for the RAZA Graduation Ceremony and M.E.Ch.A. Statewide Conference.		
<ul style="list-style-type: none"> <li>• <b>Description:</b> <ol style="list-style-type: none"> <li>1. RAZA Graduation Ceremony – recognizing graduating Latino students (May 2016)</li> </ol> </li> </ul>		

2. RAZA Youth Conference – brings high school students to leadership program led by students at Palomar College (Fall 2016)
3. M.E.Ch.A Statewide Conference – leadership workshops and training for Palomar students (Fall 2016)
  - Target Population: Latino and Ages 25-49
  - Goals: Outreach to Latino community, increase student engagement/persistence and celebrate student success & recognition.
  - Total Funding Request: \$14,454.00
- d. **Foster Youth** – Joseph Burton, Calvin One Deer Gavin, Meghan Gordon and Cari Martinez presented this ongoing funding request.
  - Description: Staffing and supplies to support access, retention, persistence, recruitment, resources connection, and student educational planning for Foster Youth.
  - Target Population: Foster Youth
  - Goals: Increase FY student engagement, retention and persistence. Increase GPA & Graduation
  - Total Funding Request: \$92,351.00
- e. **Pathway to Law School** – Dr. Dillon Emerick, Kathleen Grove, and Sandy Somo presented this one time request for funding.
  - Description: Study feasibility of Palomar College becoming part of a Pathway to Law School Initiative.  
Explore partnerships between high schools, community college, 4-yr. schools and law schools to provide a clear pathway from community college to law school.
  - Target Population: Veterans, Foster Youth, African American, Latino and Ages 25-49
  - Goals: Evaluate pathway program, visit participating institutions. Collect data for evaluation of program benefits and fit at Palomar.
  - Total Funding Request: \$10,193.50
- f. **Tarde de Familia** – Anel Gonzalez and Dr. Rodolfo Jacobo presented this funding request for three events.
  - Description: Orientation event for Latino students and families. Includes inspirational speakers encouraging students to persevere.
  - Target Population: Latino
  - Goals: Increase engagement and networking access for Latino students. Increase awareness of Palomar College services and programs.
  - Total Funding Request: \$15,500.00
- g. **TLC Funding** – Cindy Anfinson and Debra Avila presented this ongoing funding request.
  - Description: Expand existing TLC programs to service more DI students. Learning communities, First-Year Experience, Summer Bridge and Village Mentoring.
  - Target Population: Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/Disabilities
  - Goals: Support and retain first year students by providing academic support, counseling, financial aid services. Increase student engagement and connection to faculty for professional/academic opportunities.
  - Total Funding Request: \$199,660.19
- h. **FYE/Faculty Resource Coordinators** – Cindy Anfinson and Debra Avila presented this funding request.
  - Description: Support FYE Coordinator for FYE and Summer Bridge programs. Support Faculty Resource Coordinator to oversee Learning Communities and Village Mentoring.
  - Target Population: Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/Disabilities
  - Goals: Support coordinator and lead faculty positions to continue TLC program offerings.
  - Total Funding Request: \$38,075.00
- i. **TLC/FYE Counselors** – Cindy Anfinson and Debra Avila presented this funding request.
  - Description: Provide dedicated counselors to support FYE, Summer Bridge, Learning Communities and Village Mentoring programs.
  - Target Population: Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/Disabilities
  - Goals: Support students participating in TLC program with counseling, support services, education planning and registration assistance.
  - Total Funding Request: \$142,475.00

- j. **Service Learning** – Dr. Laurel Anderson and Gina Wilson presented this funding request.
- **Description:** Provide active, service-focused community based learning for students.
  - **Target Population:** Veterans, Foster Youth, African American, Latino, Ages 25-49 and Students w/Disabilities
  - **Goals:** Provide extensive outreach and support for DI students participating in Service Learning. Increase student retention and engagement.
  - **Total Funding Request:** \$17,400.00

2. **Schedule SSEC Meeting to Review/Select Funding Requests:**

Olga Diaz suggested the Council hold a special meeting on March 18<sup>th</sup> from 9:00 – 11:00 a.m. to discuss the requests. The Council will email Michelle LaVigueur with their availability.

C. **ACTION ITEMS/SECOND READING** – None.

D. **ACTION ITEMS/FIRST READING** – D1 and D2 were tabled until the next SSEC meeting on April 8, 2016.

- |  |           |           |
|--|-----------|-----------|
| 1. <b>Add Manager of Orientation and Follow-up Services to SSEC Membership</b> | Exhibit B | 5 minutes |
| 2. <b>Draft Evaluation Rubric for SSEC Funding Request -Cynthia Anfinson</b>   | Exhibit C | 5 minutes |

E. **OTHER BUSINESS** -

- |   |         |           |
|---|---------|-----------|
| 1. <b>Workgroup Membership Schedule for AY 2016-17:</b>       | Tabled. | 5 minutes |
| 2. <b>Region X Equity Week activities (March 7-11, 2016):</b> |         | 5 minutes |
- Interim Superintendent/President Adrian Gonzales reported that March 7 – 11, 2016 was the Region X Student Equity Week. The following events took place:
- Monday – Kick-off Event at CCAE Museum
  - Tuesday – Palomar College (Dolores Huerta)
  - Wednesday – Grossmont College (Rosenwald film)
  - Thursday – Mira Costa College (Cornell West)
  - Friday – SSEC & Tentative Luncheon, Video Conf. (Heather Foster), Discussion
3. Ellen Weller reported the Palomar Symphony Orchestra will be presenting *The Elements of Music: Harmony, Melody, Rhythm and Soul* on Saturday, March 19<sup>th</sup> at 7:00 p.m. in the Howard Brubeck Theater.

Meeting was adjourned at 10:56 a.m.

Next Meeting: April 8, 2016

# Student Success & Equity Council Funding Request Review

April 8, 2016

# Ten Applications

Request	Contact	Topic	Amount Requested	Rank*	Notes
<b>1</b>	<b>Cindy Anfinson/Fari Towfiq</b>	<b>Math Tutoring Center</b>	<b>\$ 294,197.00</b>	<b>1</b>	<b>DI Focus</b>
2	Netta Schroer	Stats Methods Tutoring	\$ 8,080.00	7	DI Focus
3a	Fabiola Hernandez	MEChA - Graduation	\$ 6,504.00	X	not allowable
3b	Fabiola Hernandez	MEChA - Youth Conference	\$ 4,200.00	6	Spring Term, Focus on admitted students
3c	Fabiola Hernandez	MEChA - Statewide Conf.	\$ 3,750.00	6	Share knowledge with campus
<b>4</b>	<b>Cari Martinez</b>	<b>Foster Youth</b>	<b>\$ 112,039.00</b>	<b>2</b>	<b>(Revised from 92,351)</b>
5	Kathleen Grove	Pathway to Law School	\$ 10,193.50	8	Include Pathways Work Group
<b>6</b>	<b>Anel Gonzalez</b>	<b>Tarde de Familia</b>	<b>\$ 15,500.00</b>	<b>3</b>	<b>Focus on campus community</b>
<b>7</b>	<b>Debra Avila</b>	<b>TLC Funding</b>	<b>\$ 199,660.00</b>	<b>4</b>	<b>DI Focus</b>
8	Shayla Sivert	Coordinators - FYE/Fac.Rsrc.	\$ 38,075.00	9	DI Focus
<b>9</b>	<b>Shayla Sivert</b>	<b>Counselors - FYE/TLC</b>	<b>\$ 142,475.00</b>	<b>5</b>	<b>DI Focus</b>
10	Laurel Anderson	Service Learning	\$ 17,400.00	10	DI Focus
		Total Requested	<b>\$ 845,569.50</b>		

# 1) Mathematics Tutoring for Critical Gateway Math Courses (Math Learning Center)

## Description

Math tutoring for critical gateway math courses. Anticipating increased demand as multiple measure placement occurs.

## Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-49, Students w/Disabilities

## Goals

Increase access to math tutoring for DI groups.  
Increase successful completion by DI groups.

# 1) Budget - Mathematics Tutoring for Critical Gateway Math Courses (Math Learning Center)

Staff	
Hourly (25 Tutors)	\$127,398.94
Classified (1 Tutorial Specialist, 1 Instr. Support Person)	\$149,566.00
Faculty	\$16,282.83
Consultants	
Supplies/Materials (1,000 Envelopes)	\$50.00
Equipment	
Services	
Printing (Promotional materials, posters, flyers, and bookmarks)	\$200.00
Mailing (Sending out invitations to students)	\$500.00
Travel	
Food (Food for two Math Center Open Houses)	\$200.00
Facilities	
Other	
<b>Total</b>	<b>\$294,197.77</b>



## 2) Tutoring in Behavioral Sciences & Research Methods in Psychology

### Description

Embedded tutoring and outside tutoring in Statistics Research Methods.

### Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-49, Students w/Disabilities

### Goals

Increase access to math tutoring for DI groups.

Increase successful completion by DI groups.

## 2) Budget – Tutoring in Behavioral Sciences & Research Methods in Psychology

Staff	
Hourly (3 tutors)	\$7,280.00
Classified	
Faculty	
Consultants	
Supplies/Materials (Textbook and SPSS software rental)	\$600.00
Equipment	
Services	
Printing (Advertising materials, registration forms)	\$200.00
Mailing	
Travel	
Food	
Facilities (an area in the STAR Tutoring)	
Other	
<b>Total</b>	<b>\$8,080.00</b>

## 3) M.E.Ch.A Project

### Description

- a) RAZA Graduation Ceremony – recognizing graduating Latino students (May 2016)
- b) RAZA Youth Conference – brings high school students to leadership program led by students at Palomar College (Fall 2016)
- c) M.E.Ch.A Statewide Conference – leadership workshops and training for Palomar students (Fall 2016)

### Target Population

Latino, Ages 25-49

### Goals

Outreach to Latino community  
Increase student engagement and persistence  
Celebrate student success & recognition

# 3a) Budget - M.E.Ch.A. RAZA Graduation

Staff (3 Advisors)	\$804
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials (Table clothes, graduation decorations, balloons, helium, center pieces, Zarapes)	\$2,500.00
Equipment	
Services	
Printing (Certificates, flyers, programs, and invitations)	\$1,500.00
Mailing	
Travel	
Food (Dinner including drinks)	\$1,500.00
Facilities (Janitorial, Student Union)	\$200.00
Other	
<b>Total</b>	<b>\$6,504.00</b>

## 3b) Budget - M.E.Ch.A. RAZA Youth Conference

Staff (Representatives of different services (i.e. EOPS, TrioSSS, etc.))	
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials (Notebooks, folders, pens)	\$1,000.00
Equipment (Projectors, computers)	
Services	
Printing (Flyers, programs, invitations, information sheets)	\$2,000.00
Mailing	
Travel	
Food (snacks and water)	\$1,200.00
Facilities (classrooms, possibly Student Union, tables)	
Other	
<b>Total</b>	<b>\$4,200.00</b>

# 3c) Budget - M.E.Ch.A. Statewide Conference

Staff (Representatives of different services (i.e. EOPS, TrioSSS, etc.))	
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials (30 Shirts)	\$750.00
Equipment	
Services	
Printing	
Mailing	
Travel (10-20 people Transportation and hospitality)	\$3,000.00
Food	
Facilities	
Other	
<b>Total</b>	<b>\$3,750.00</b>

## 4) Foster Youth Retention, Success & Transition (FYRST)

### Description

Staffing and supplies to support access, retention, persistence, recruitment, resources connection, and student educational planning for Foster Youth.

### Target Population

Foster Youth

### Goals

Increase FY student engagement, retention and persistence

Increase GPA & Graduation

# 4) Budget - Foster Youth Retention, Success & Transition (FYRST)

Staff	
Hourly (1 Outreach Coordinator and 2 Program Ambassadors)	\$69,439.00
Classified	
Faculty	
Consultants	
Supplies/Materials	\$300.00
Equipment (laptops/printer for student use)	\$10,000.00
Services	
Printing (brochures, table runner, letters)	\$1,500.00
Mailing (stamps)	\$200.00
Travel (conferences, meetings, and outreach)	\$6,000.00
Food (Workshops and FYRST Club meetings, College Connection, Orientation)	\$17,000.00
Facilities	\$600.00
Other (speakers)	\$7,000.00
<b>Total</b>	<b>\$92,351.00</b>



## 5) Pathway to Law School Initiative: Council on Access & Fairness (COAF)

### Description

Study feasibility of Palomar becoming part of Pathway to Law School Initiative. Partnership between high schools, community college, 4-yr. schools and law schools to provide clear pathway from community college to law school.

### Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-49

### Goals

Evaluate pathway program, visit participating institutions.

Collect data for evaluation of program benefits and fit at Palomar.

## 5) Budget – Pathway to Law School Initiative: Council on Access & Fairness (COAF)

Staff	\$8,719.45
Hourly	
Classified	
Faculty (3 Faculty from the Behavioral Sciences Department)	
Consultants	
Supplies/Materials	
Equipment	
Services	
Printing	
Mailing	
Travel (Travel to sites in Fresno and San Diego County)	\$1,474.05
Food	
Facilities	
Other	
<b>Total</b>	<b>\$10,193.50</b>

## 6) Tarde de Familia (Renewal)

### Description

Orientation event for Latino students and families. Includes inspirational speakers encouraging students to persevere.

### Target Population

Latino

### Goals

Continue with successful programs at TLC in San Marcos and expand to TLC in Increase outreach, support and retention of ESL students

Increase engagement and networking access for Latino students

Increase awareness of Palomar College services and programs

## 6) Budget – Tarde de Familia

Staff	\$1,500.00
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials (Decorations/Signage – for 3 events)	\$900.00
Equipment	
Services	
Printing (Printing & Advertising – for 3 events)	\$2,000.00
Mailing	
Travel	
Food (Food & Drink – 3 events)	\$9,300.00
Facilities (Facilities/Janitorial – Escondido does not have stage, chairs or tables needed, a 3rd party must be contracted.)	\$1,500.00
Other (Pre-registration soft-ware and Survey Monkey costs.)	\$300.00
<b>Total</b>	<b>\$15,500.00</b>

## 7) TLC – Bridges to Success

### Description

Expand existing TLC programs to service more DI students.

Learning communities, First-Year Experience, Summer Bridget and Village Mentoring.

### Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-29, Students w/Disabilities

### Goals

Support and retain first year students by providing academic support, counseling, financial aid services.

Increase student engagement and connection to faculty for professional/academic opportunities.

# 7) Budget - TLC Bridges to Success

Staff	\$26,974.92
Hourly (25 Math Tutors Escondido)	\$54,269.91
Classified	
Faculty (7 Summer Bridge Counselors)	\$8,302.00
Consultants	
Supplies/Materials	\$78,880.00
Equipment	
Services	
Printing	\$12,246.00
Mailing	\$792.00
Travel	
Food	\$18,195.00
Facilities	
Other	
<b>Total</b>	<b>\$199,660.19</b>

## 8) TLC – FYE & Faculty Resource Coordinators

### Description

Support FYE Coordinator for FYE and Summer Bridge programs.

Support Faculty Resource Coordinator to oversee Learning Communities and Village Mentoring.

### Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-29, Students w/Disabilities

### Goals

Support coordinator and lead faculty positions to continue TLC program offerings.

# 8) Budget - TLC FYE & Faculty Resource Coordinators

Staff	\$36,200.00
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials	
Equipment	
Services	
Printing	
Mailing	
Travel	
Food	
Facilities	
Other (Benefits)	\$1,875.00
<b>Total</b>	<b>\$38,075.00</b>



## 9) TLC – Counselors

### Description

Provide dedicated counselors to support FYE, Summer Bridge, Learning Communities and Village Mentoring programs.

### Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-29, Students w/Disabilities

### Goals

Support students participating in TLC program with counseling, support services, education planning and registration assistance to in

# 9) Budget – TLC Counselors

Staff	\$134,400.00
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials	
Equipment	
Services	
Printing	
Mailing	
Travel	
Food	
Facilities	
Other (Benefits)	\$8,075.00
<b>Total</b>	<b>\$142,475.00</b>

# 10) Service Learning

## Description

Provide active, service-focused community based learning for students.

## Target Population

Veterans, Foster Youth, African American, Latino, Ages 25-29, Students w/Disabilities

## Goals

Provide extensive outreach and support for DI students participating in SL.  
Increase student retention and engagement.

# 10) Budget – Service Learning

Staff	\$8,050.00
Hourly	
Classified	
Faculty	
Consultants	
Supplies/Materials	
Equipment	
Services	
Printing (Certificates, Fliers/Marketing \$, Publication of student reflections)	\$2,800.00
Mailing	
Travel	
Food	\$1,850.00
Facilities	
Other (TB tests, Workshop and incentives for implementing service learning )	\$5,500.00
<b>Total</b>	<b>\$18,200</b>

<b>GOVERNANCE STRUCTURE GROUP REQUEST</b>
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<b>Request submitted by:</b> Dan Sourbeer, Greg Larson, Adrian Gonzales					<b>Date:</b> 3/11/16		
<b>Proposed Name of Requested Group:</b> Student Success and Equity Council							
<input checked="" type="checkbox"/>	<b>Council</b>	<input type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>	<b>Subcommittee</b>	<input type="checkbox"/>	<b>Task Force</b>
<b>Action Requested:</b>		<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete</b>	<input checked="" type="checkbox"/>	<b>Change</b>
<p><b>Role:</b> The Student Success and Equity Council (SSE) will serve as a steering committee that leads the development of the Student Success and Support Program (3SP) and Student Equity Plan for the District.</p> <p>The SSE Council will assist in preparing the 3SP and Student Equity Plan, monitoring the District's progress toward meeting the goals in each plan, and review and update each plan as needed. The SSE Council will coordinate its activities with those of the other Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Basic Skills Committee and other District committees as necessary.</p> <p><b>Products:</b></p> <ul style="list-style-type: none"> <li>• Student Equity Plan</li> <li>• Student Success and Support Plan</li> </ul>							
<b>Reporting Relationship:</b> Strategic Planning Council							
<b>Meeting Schedule:</b> Second and Fourth of Friday from 9:00 – 11:00 am							
<p><b>Chairs:</b> Faculty Senate President, Vice President for Instruction, Vice President for Student Services</p> <p><b>Members:</b>            2 faculty members as appointed by Basic Skills Committee            2 faculty members as appointed by Instructional Planning Council            2 faculty members as appointed by Student Services Planning Council            1 faculty member from Reading Department as appointed by the Faculty Senate            1 faculty member from Math Department as appointed by the Faculty Senate            1 faculty member from English Department as appointed by the Faculty Senate            1 faculty member from ESL Department as appointed by the Faculty Senate            1 faculty member from Disability Resource Center as appointed by the Faculty Senate            2 faculty counselors as appointed by the Faculty Senate            1 faculty member at-large (instruction) as appointed by the Faculty Senate            1 faculty member at-large (student services) as appointed by the Faculty Senate            2 faculty senators as appointed by the Faculty Senate            1 AA representative as appointed by the Administrators Association            1 CAST representative as appointed by the CAST            2 classified staff representatives as appointed by CCE            1 Dean - Student Services            2 Deans – Instruction            1 Assessment Supervisor            1 Senior Director of Institutional Planning and Research            1 3SP Coordinator            1 <b>Manager of Orientation and Follow-up Services</b>            2 student representatives as appointed by the ASG</p>							

Approved by SPC: 11/04/2014

**SSEC Funding Requests – Proposed Evaluation Rubric**

	<b>Needs Improvement 1 point</b>	<b>Developing 2 points</b>	<b>Proficient 3 points</b>	<b>Score</b>	<b>Notes</b>
<b>Need for Project</b>	Needs Improvement	Developing	Proficient		
Is there a strong, sound reason to develop the project or program? Is it aligned with Student Equity goals?	No clear documentation of alignment with Student Equity Goals and Objectives provided; not grounded in sound research or best practices.	Project is partially aligned with a particular Student Equity Goal.	Project is aligned with equity goals identified in the SEP. Project is based on sound research and/or best practices.		
<b>Evaluation Plan</b>	Needs Improvement	Developing	Proficient		
How will the project's stated goals and outcomes be measured?	No assessment identified or assessment does not measure impact on the achievement gap.	Assessment identified but does not directly measure success in terms of closing the achievement gap.	Appropriate assessment directly measuring impact on the achievement gap. Robust data gathered on a regular basis.		
<b>Extent of Focus on Target Groups</b>	Needs Improvement	Developing	Proficient		
How will the project focus on the DI target groups as defined in the SEP?	It is unclear how the program will directly impact target groups.	Program identifies specific strategies which aim to impact target groups.	Program explicitly identifies how it will outreach to and/or engage target groups.		
<b>Direct Impact on Students</b>	Needs Improvement	Developing	Proficient		
How will the project provide direct impact on students? How many students will be directly impacted?	Program does not directly impact material conditions of students. Program serves small numbers of students.	Program has some direct impact on material conditions of students. Program may serve around 100 students.	Program concretely changes material conditions for students. Program serves a large number of students.		
<b>Addresses Equity Goals Identified in the Student Equity Plan</b>	Needs Improvement	Developing	Proficient		
How will the project address equity goals?	It is unclear what goals the project addresses.	The project partially aligns with a particular goal in the SEP.	The project directly addresses equity goals identified in the SEP.		
<b>Activity is included in the Student Equity Plan</b>	Needs Improvement	Developing	Proficient		
Are project activities in	Activity is not related to	Activity fits into an	Activity is explicitly		

the SEP?	activities in the SEP.	activity in the SEP.	named in the SEP.		
<b>Analysis of Funding</b>	Needs Improvement	Developing	Proficient		
	It is unclear what other funding resources are available. Project has many expenses that are not allowable under SE. The length of time funding is required is not specified.	Some other funding resources are available. Project has a few expenses that are not allowable under SE. The length of time funding is required is not clear.	Other funding sources are clearly identified. Project is integrated into other funding sources that can cover expenses not allowable under SE. The length of time funding is required is clearly specified.		

DRAFT